



Specific questions or concerns should be directed to the appropriate Division:

**Information and Communication Technology Division**

Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

**Criminal Justice Information Services Division**

UCR Unit  
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Access Integrity Unit  
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CJIS Training Unit  
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CJIS Audit Unit  
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CJIS Information Security Unit  
(573) 526-6153

AFIS, Quality Control, Sex Offender, CHS  
(573) 526-6153

If you have a change in contact information, please contact the UCR Unit at the phone number listed above or [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

# THE CJIS NEWSLETTER

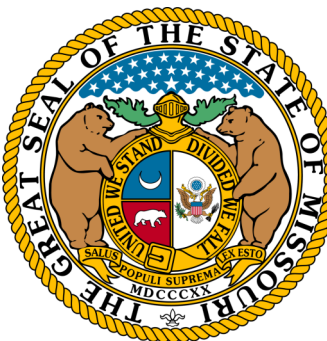
Criminal Justice Information Services

13-02



## Newsletter Instructions; Policy Updates and Revisions

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES Policies & Procedures Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of



contact and should be removed and placed with the *Missouri Supplement to the UCR Handbook* and the appropriate *FBI UCR User Manual*. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

## Mailbox Available for CJIS Newsletter Articles or Inquiries

Any Missouri criminal justice agencies that wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri CJIS community, please feel free to do so by emailing articles to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). The MSHP reserves the right to edit all content.

Additionally, please feel free to submit any questions or comments regarding the content of the CJIS Newsletter to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov) or call (573) 526-6278.

## CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR Web site on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Alternatively, the newsletters are also published on the CJIS Launchpad under the *CJIS Documents* link for MULES users.

|                              |                                  |       |
|------------------------------|----------------------------------|-------|
| <b><u>MoDEX Counter:</u></b> | Number of Agencies Registered:   | 176   |
|                              | Number of Users Registered:      | 1,523 |
|                              | Number of Agencies Sharing Data: | 117   |

For more information: <http://dps.mo.gov/dir/programs/ohs/modex>

## **CJIS Division Hosts Educational and Entertaining Conference at Lake of the Ozarks**



Due to the fact that it had been years since the Missouri State Highway Patrol had hosted a statewide CJIS Conference, there were some doubts and questions over how the conference would be attended, what would be presented, and could a successful conference be achieved. After many planning sessions and help from a variety of people, the CJIS Conference returned on October 21, 2013 at the Lodge of Four Seasons in Osage Beach.

The doubts of low attendance were demolished by record breaking numbers of people from around the state that signed up to be a part of the great event. The entire state of Missouri was well represented by 176 agencies with 329 attendees in total. From dispatchers to officers and clerks to corrections, every branch of the criminal justice community was represented. Alongside the attendees were some of the

sponsors that contributed to the conference to help make it a huge success. Dell Computers, Information Technologies, Inc. (ITI), Computer Projects of Illinois (CPI), and MorphoTrak were just a few of the vendors that helped to ensure a great learning environment was achieved.

Throughout the conference, attendees had a variety of speakers and presentations to learn from, share ideas with and discuss day to day challenges each agency faces. The Missouri State Highway Patrol was honored to be able to land such amazing presenters from around the country. CJIS Assistant Director Tim Schlueter kicked off the conference with the opening remarks and everyone watched and listened as the Troop F Honor Guard displayed the colors and performed the National Anthem.



Major Timothy McGrail also welcomed the attendees and provided an overview of the FBI Advisory Board and Compact Council. Then Mr. Bill Andrew from the Terrorist Screening Center presented and enlightened the crowd with the operations and duties carried out by the Terrorist Screening Center. He explained how the center works, the information that is shared and the importance of the diligence of our law enforcement when dealing with individuals associated with the Terrorist Screening Center. Following Mr. Andrew was a great friend of the Missouri State Highway Patrol, Teri Fournier-Harsin, from The International Justice and Public Sharing Network (NLETS). Ms. Fournier-Harsin gave a great overview of what NLETS does for the entire country and how NLETS can benefit each state by sharing invaluable information to assist agencies in their daily operations. The first day's



## **CJIS Division Hosts Educational and Entertaining Conference at Lake of the Ozarks...continued**

presentations were concluded by Greg Pestipino delivering an explanation of how the FBI CJIS National Data Exchange (N-DEx) works. Missouri is an active participant in the N-DEx program.

In the days that followed, presentations were conducted by members of the CJIS Division, including members from the Training, Auditing and Security units. Captain David Hall also gave a wonderful overview of the Missouri Intelligence Analysis Center (MIAC). The highlight of the second day for everyone in attendance was the keynote speaker at the luncheon, Missouri Attorney General Christopher Koster. Mr. Koster spoke to the audience about the importance of the entire criminal justice community in maintaining the safety and



security for the citizens of Missouri.

On top of all the great presenters and distinguished guests, the attendees also had opportunities to get to know one another and network with the people they do business with either over the phone or radio. Communications operators got to share stories and experiences with officers from other areas of the state. Probation officers had the chance to converse with clerks from prosecuting attorneys' offices. CJIS trainers and auditors were able to discuss issues with many agencies on a one-on-one basis. The information that was obtained through these opportunities is invaluable to the individuals and their agencies.



Overall, the conference turned out to be a huge success and could not have been accomplished without the help and support of many people. Of those people there were a few that deserve special mention. These people were dedicated to making this conference a success and did so through tireless hours of work. CJIS Managers Theresa Huhn, Kyle Comer and Patrick Woods were instrumental in making this conference a success. Along with the managers, CJIS Trainer Christopher Parr was dedicated to the cause as well and his hard work was very much appreciated and noticed throughout the duration of the conference. The CJIS Conference of 2013 turned out to be a great success and the members of the CJIS Division are already in the process of planning next year's conference dates, location, and speakers!



### **National Missing and Unidentified Persons System**

The National Missing and Unidentified Persons System (NamUs) is a national centralized repository and resource center for missing persons and unidentified decedent records. NamUs is a free online system that can be searched by medical examiners, coroners, law enforcement officials and the general public from all over the country in hopes of resolving these cases.

The **Missing Persons Database** contains information about missing persons that can be entered by anyone, however before it appears as a case on NamUs, the information is verified. NamUs provides a user with a variety of resources, including the ability to print missing persons posters and receive free biometric collection and testing assistance. Other resources include links to state clearinghouses, medical examiner and coroner offices, law enforcement agencies, victim assistance groups and pertinent legislation.

The **Unidentified Persons Database** contains information entered by medical examiners and coroners. Unidentified persons are people who have died and whose bodies have not been identified. Anyone can search this database using characteristics such as sex, race, distinct body features and even dental information.

The newly added **UnClaimed Persons database** (UCP) contains information about deceased persons who have been identified by name, but for whom no next of kin or family member has been identified or located to claim the body for burial or other disposition. Only medical examiners and coroners may enter cases in the UCP database. However, the database is searchable by the public using a missing person's name and year of birth.

When a new missing person or unidentified decedent case is entered into NamUs, the system automatically performs cross-matching comparisons between the databases, searching for matches or similarities between cases. More information is available at [www.namus.gov](http://www.namus.gov).

### **STRANGE... BUT TRUE Missouri Statute of the Month!**

#### ***10.045 - State lithologic emblem.***

The rock "mozarkite" is the official rock and lithologic emblem of Missouri.



### ***Sexually Violent Predators***

The MSHP has recently made changes to the Missouri Sex Offender Registry website. If you go to the search screen, you will see the word “Predator.” If you click the down arrow and select Predator and change the address type to “All,” you will receive a response containing 194 offenders. You will notice under address type all but four (4) say INCARCERATED. Please note that those offenders flagged as “**INCARCERATED**” are incarcerated in a mental health facility. The ones that are flagged as “**HOME**” with an address of “**1016 W Columbia Farmington, MO,**” have been granted a conditional release from the court. While they still live at the mental health facility, they are technically free to leave.

### ***Welcome New MULES Agencies!***

The MSHP would like to welcome the following brand new agencies to MULES:

- **Community Alternative Sentencing Program, Inc. (CASP)**
- **Misdemeanor Probation Service, Inc. (MPS)**
- **Missouri Southern State University Police Department**
- **Willow Springs Police Department**

These agencies are connecting to the CJIS Network through the new Internet-based connection methods. The MSHP hopes agencies who have been unable to afford the dedicated connections in the past will now take advantage of the new low cost solutions.

We also want to offer a special welcome to the **Velda City Police Department**. Velda City PD formerly connected through REJIS and is now accessing MULES through the MSHP's CJIS Network.

If your agency is interested in establishing a new connection, or changing your existing connection, to the MSHP CJIS Network, please contact the CJIS Information Security Unit at 573-526-6153 ext. 2658.

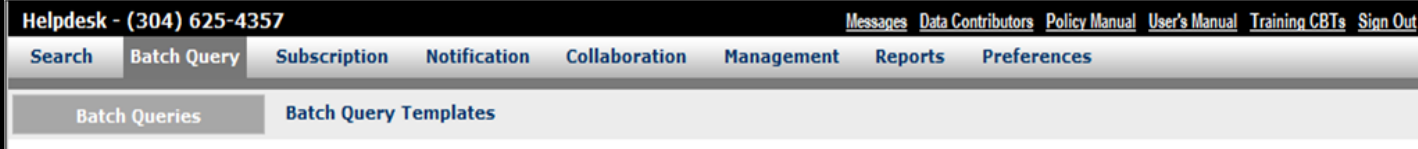




## National Data Exchange (N-DEX)

### Batch Query Quick Reference Card

The Batch Query function provides the ability to upload a file containing multiple (up to thousands) of people, vehicles, telephone numbers, or key words to be searched at one time. This feature saves time and effort, allowing users to upload existing lists and receive results within minutes, rather than spending hours conducting individual searches.



The **Batch Queries** tab is where users may load new queries to run, edit, and view query results.

The **Batch Query Templates** tab is where users may view current batch query templates or create a custom template to match their existing spreadsheets. Users must use a template to begin a batch query.

#### Batch Query Templates

Prior to conducting a batch query it is essential to ensure your file containing search terms matches an existing template or create a template to match your existing file.

| Template Name                    | Template Type |
|----------------------------------|---------------|
| Person-FN-MN-LN-DOB-SYSTEM-csv   | System        |
| Vehicle-SYSTEM-csv               | System        |
| Simple Search System Template    | System        |
| Person-FN-MN-LN-DOB-SYSTEM-fixed | System        |
| Person-SSN-SYSTEM-csv            | System        |
| Telephone-SYSTEM-csv             | System        |

N-DEX provides templates for users to select, if they do not need a custom template. Utilize the **View** icon to display the format for existing templates.



Users can create new templates to match the format of existing files of names, vehicles, or phone numbers the user wishes to search.

[New query template](#)

**Quick Tip:** A custom template may not be edited or deleted if it is part of an active query. If not in use custom made templates may be edited or deleted.

#### Custom Templates

Templates may be created in either a CSV or Fixed-Width format.

When creating a template for use with a CSV file, place a check mark next to the fields that match your existing spreadsheet and number the column order.

Name your template and select **Save**.

Convert your existing excel spreadsheet to a CSV file by using the “save as” function and then upload it to the custom template.

**Quick Tip:** Search items on the spreadsheet must match the format of the **Targeted Search** type used (people, vehicle, and telephone). For example use **Male** not **M** and **DOB** must be in mm/dd/yyyy format.

**For assistance contact the CJIS Help Desk at 304-625-4357 or email at [ndex@leo.gov](mailto:ndex@leo.gov)**

## Batch Queries Page

Showing: 1 - 1 Total: 1

| Query ID | Query Name           | Created Date | Last Run Time    | Status   | % Complete | Owner                     | Action | De/Unsub | Edit |
|----------|----------------------|--------------|------------------|----------|------------|---------------------------|--------|----------|------|
| 1260     | <a href="#">Test</a> | 10/01/2013   | 10/01/2013 10:10 | Complete | 100%       | <a href="#">LEO108896</a> |        |          |      |

New Query Setup Batch Query Tips

### Conducting Batch Queries

On the **Batch Queries** tab users may start, stop, edit, or delete. Queries that have 199 lines or less will be added to the fast queue, which runs 24/7. Queries of 200 or more lines will be loaded into the slow queue to be run during off peak hours (between 8 pm and 8 am EST).

To begin a new query select the **New Query Setup** button on the **Batch Queries** tab. Enter a **Search Reason, Purpose Code, Query Name**, use the **Query Template** drop down to select the template that matches your input file, and select the **Browse** button to select your file.

▼ Batch Query Setup

Search Reason

Search Purpose (required):

Search Reason (required):

Search on Behalf of (optional):

Query Name:

Query Template:

Input File Name:

Use the **Validate Sample** button to ensure the template is set up correctly

Select the **Save** button if you wish to edit the query prior to running it. Select **Save and Add to Queue** to run without editing it first.

### Viewing Results

On the **Batch Queries** screen click the **Query Name** to view the results for that batch.

Query Name

[Persons of Interest](#)

The **Search Results Count** will display how many matches there were for each of the items on the batch file.

Search Result Counts

1 - 3 Total: 3

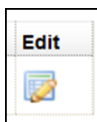
| Search Criteria                         | Search Result Counts | View Full Criteria |
|---|----------------------|--------------------|
| <a href="#">huqinkiss.amanda.female</a> | 0                    |                    |
| <a href="#">jones.john.male</a>         | 9720                 |                    |
| <a href="#">kilroy.bob.male</a>         | 13                   |                    |

Selecting the **Search Criteria** will display an N-Dex search results page for users to open the individual records and view their contents.

**Quick Tip:** Selecting the **Search Criteria** will launch a real time search and actual search counts may differ due to new records or deletions since the batch query was last run.

### Editing Batch Queries

Select the **Edit** icon next to your batch query to set up the batch query to be run on a reoccurring basis, to share batch query results with another N-DEX user or to apply filters (geographic, date, data source, or ORI) to the query.



**Quick Tip:** Users may use this feature to “Subscribe” to hundreds of individuals or phone numbers with one search. Select the **Only Changed Search Result Counts Since Last Run** to receive only new information.

▼ Edit Batch Query

Query Name:

☐ Update batch query results every

Batch query will retrieve: ☒ All search result count ☐ Only changed search result counts since last run

Share batch query with:



# N-DEX Update

06/28/ 2013

**With the recent enhancements of N-DEX users now have new features for searching.**

## Additional Simple Search Filters

The N-DEX Simple Search (searching on the standard "home" search bar) looks for key words or phrases throughout all parts of all records within N-DEX. The N-DEX system now provides the user additional filters to target specific parts of records when conducting a simple or advanced search. Select the "Filter by Target" link in the Results Filters section of the search screen (located on the left side of the screen) to get the "Targets" filter options. Select the desired targets (field(s)) of a record and N-DEX will search in those target areas only. Using this new filter, users will be able to improve the precision of their simple search by specifying what areas, such as vehicle or person information, of the documents they want searched by targeting those portions of a record.

## Matched Search Terms

On the search results screen, below each record returned, users will now see a count detailing how many times the search terms have occurred in each document returned. Simply select the blue linked area next to "Matched Search Terms" to see the number of occurrences of the term and its variations: such as *run* AND *running* in the record. This will assist in quickly identifying the occurrences of the search criteria within each returned record.

## Name Search Capability

When conducting a Simple Search or an Advanced Search, users can now look specifically for a suspect's name and not just the words. Previously a user could search *John Smith*, but this would return records that had those words, anywhere in the document (such as Smith's Grocery, and not a person named Smith). Using either the simple or advanced search users may type "fn:" followed by the suspect's first name and "ln:" followed by the suspect's last name and the system will look for records that have that first name and last name together. This new feature will allow users to perform a search of a person from the standard search bar on N-DEX without having to select the "People" search option on the top of the screen. Additionally the user will be able to search a person's name along with key words or phrases to further refine the search criteria, i.e. "ln:smith fn:john white ford".

**Send questions or comments about the new features to the N-DEX Program Office Email: [ndex@leo.gov](mailto:ndex@leo.gov)**







# National Data Exchange (N-DEX)

## Search Options and Search Results Features

### Quick Reference Card

#### Default Search Screen

Search Purpose and Reason

Search Filters and Data Sources

#### Search Features

N-DEX provides multiple ways to enter the information you wish to search.

Selecting any of the search links at the top of the search page (people, vehicles, phone numbers, locations, crime characteristics, etc.) will provide you with a pop-up window for that type of search, these searches are Targeted Searches. Searches initiated from these links are targeted to specific people, places, and things. These searches will target specific portions of records, such as when searching a name the system will look in name fields of records for a match. All the fields do not have to be filled in to perform a search, if all that is known is a person's name or part of a license plate number the system can perform the search with this minimal amount of information.

The N-DEX search bar provides you with the option to enter key words, phrases, or names to conduct a search (similar to a standard internet search) of all parts of every record in the system. These searches are called Simple Searches.

Enter key words that pertain to what you are investigating, such as unique wording found on a bank hold-up note or other descriptive words. When entering search criteria, such as *bank robbery*, the system will search all data for either of these words. You may modify the search by the use of Boolean operatives such as AND, OR, NOT (-), quotation marks. Additionally, you may identify a name to be searched.

- AND: Both terms must be in the record for a result to be returned.
- OR: Either term must be in the record for a result to be returned.
- NOT : The identified word must not be in the record for a result to be returned.
- "": The exact word or phrase must be in the record for a result to be returned.
- fn: (followed by the suspect's first name) and ln: (followed by the suspect's last name), the system will look for records that have that first name and last name together.

The Advanced Search link works the same as the standard search bar, with the additional feature that it will build in the Boolean operatives for you.

#### External Data Source

Department of Homeland Security (DHS) records can be queried only when conducting a Targeted Search for either people or locations. You must select the DHS data source if you wish to conduct a DHS search.

#### Wildcards

An \* indicates that multiple characters are not known. A Targeted Vehicle Search for license plate Z68\* will return all license plates in the system that begin with Z68

A ? indicates a single character is unknown. A Targeted Vehicle Search for Z68?911 will return all license plates in the system that begin with Z68 and end with 911.

Wildcards may be used with any search.

#### Filters

Geographic Location: This filter will ensure that some *portion* of the record pertains to the area you designate.

Date: Use this filter when narrowing results to a specific time period.

Data Source: If no data sources are selected, the system will search all of them. However, if a data source is selected then only records from that filter will be returned.

ORI: Use this filter to search for records from a specific agency.

Select Targets: When conducting a simple search use this filter to target specific parts of records. Simply select the desired field(s) of a record and N-DEX will search in those areas only.

Record Type: Use this filter if you want to receive a specific type of record (or records). Multiple record types may be selected. If none of the record types are selected, then all will be searched.

For assistance contact the CJIS Help Desk at 304-625-4357 or email at [ndex@leo.gov](mailto:ndex@leo.gov)

## The N-DEx Search Results Screen

The screenshot shows the N-DEx search results interface. A box labeled "Known Person Results" points to the top table of results. A box labeled "Document Results" points to the list of incident reports below. Annotations include "Save" pointing to the Save button, "Visualization Options" pointing to the LinkVis, GeoVis, and Collaboration buttons, "Subscribe" pointing to the Subscribe button, and "Collaboration" pointing to the Collaboration button.

| Name/Alias                  | Identifiers   | Race/Gender/Age | Locations   | Records  | Images |
|-----------------------------|---|-----------------|---|--|--------|
| <u>Raphael Jose Ramirez</u> | DNUMBER: 340642 (CA)<br>PASSPORTID: 983111<br>FBI NUMBER: 111000006 | White male 40   | Los Angeles, CA<br>Los Angeles, CA Los Angeles, Calif<br>San Diego, Calif<br>Los Angeles, Calif | San Diego PD (CA) (1)<br>Incident (1)<br>Los Angeles Sheriff's Department (CA) (1) | img    |
| <u>Raphael Jose Ramirez</u> | DNUMBER: 641292 (NV)  | White male 49   | Las Vegas, Nevad Las Vegas, Nevad   | Rev  |        |

Document Results

Results 1 - 4 of 4 total results for person[raphael ramirez]

☐ Reno PD (NV) - Incident Report - 2009-05-24  
Offenses: driving under the influence Locations: Reno,NV Start Date: 2009-05-24 End Date: 2009-05-24  
115.24229 degrees longitude, Las Vegas Nevada; 36.233047 degrees latitude; -115.24229 degrees longitude; Casino, 155 North Main Street Las Vegas Nevada; 36.1725 degrees latitude; -115.14575 degrees longitude. Raphael Jose Ramirez; Rafe Jose; Ralph Ramsey; [view details](#)  
record id: TEST023

☐ San Diego PD (CA) - Incident Report - 2009-06-25  
Offenses: Weapon Law-Carrying Concealed Weapon Locations: San Diego,CA Start Date: 2009-06-25 End Date: 2009-06-25  
155 Main Street SW Los Angeles, CA 12345; Los Angeles county, USA; 34.05157 degrees latitude; -118.24408 degrees longitude. Raphael Ramirez; Rafe; White male Subject; birth date 1971-10-01; black eyes; brown hair; height 70 in; weight 170 lb; CA driver [see sample](#)  
record id: TEST022

## Known Person Results/Person Details

Use the Targeted Search for a person to receive Known Person Results. The search must include a first and last name and an identifier such as a date of birth. The N-DEx system searches the name and the other identifiers (such as DOB), and provides Entity Resolution. Entity Resolution suggests the records returned are most likely the same person. Resolved records are returned and displayed in the N-DEx Known Person Results box.

The screenshot shows the Person Details screen for Raphael Jose Ramirez. It includes a summary of personal information, a list of associated records, and a section for associated images. A red stamp "FICTITIOUS DATA" is overlaid on the image section.

In the Known Person Results box, the person's name is underlined and serves as a link to the Person Details screen. The Person Details screen is a compilation of information from each of the resolved records. Scrolling through the Person Details, you will be able to view each of the person's records, display all the records in a Link-Visualization chart, display the records on a Geo-Visualization map, subscribe to the entity, and view any associated images.

## Subscribe Options

Click on Subscribe to set subscriptions to have the system automatically notify you of any updates to your items of interest. You may set the following subscriptions:

**Search Criteria:** be notified if a new record matches your search or if another user performs the same search.

**Person Details view:** be notified if the view is updated or if another user views the same Person Details screen.

**Individual records:** be notified if the record is updated.

You may be notified via email of any notifications. To view the notifications, select the "Notifications" tab and open the links. The notifications will provide a detailed view of the record that matched your subscription or the contact information for the person who performed the same search.

## Save and Collaboration Options



Use the Save button to save your search criteria for future searches.



To send a N-DEx search result to a collaboration site, select the checkbox next to the record of interest and click on the collaboration button.

## Document Results

Users can select an individual record from search results in order to view the record's contents. Clicking on the record header link next to the check box displays the Detailed Record Screen.

Results that are in an all black font and contain no link to open the record are "Yellow" records. A yellow record provides only Point of Contact (POC) information. To find out more about the record you must contact the POC listed.

## Visualization Options

### Link-Visualization:

To visually display a diagram of the relationships between entities for one or more selected records, select the checkbox next to the record of interest and click on the Link-Vis button. This will display the record, or records, in a link analysis chart.

### Geo-Visualization:

To visually display the location of the entities from a selected record on a map, select the checkbox next to the record of interest and click on the Geo-Vis button. The map may be viewed in either a Street View or Satellite View image.

## IMPORTANT

### Advanced Permission Requirement:

Terms of N-DEx information use must be obtained from the record-owning agency prior to reliance or action upon, or secondary dissemination

### Verification Requirement:

N-DEx information must be verified with the record-owning agency for completeness, timeliness, accuracy, and relevancy prior to reliance upon, action, or secondary dissemination

**"Reliance upon" or "action upon"** specifically includes the use or inclusion in the publication or preparation of charts, presentations, officialities, analytical products, or other documentation, to include, use in the judicial, legal, administrative, or other criminal justice process, etc.



Specific questions or concerns should be directed to the appropriate Division:

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# MULES

Missouri Uniform Law Enforcement System

13-02

## File with MULES/NCIC Operations Manual

### **SECURITY AWARENESS TRAINING - CJIS ONLINE**

As mandated by the CJIS Security Policy, Security Awareness Training is required for any individual that has unescorted access to physically secured locations and/or criminal justice information (CJI).

There are three levels of training:

- The first level is for personnel that only have physical access. For example, janitors, secretaries, and police officers that don't have direct MULES access.
- The second level is for personnel that have physical and logical access. An example of this type of personnel is MULES operators.
- The third level is for IT personnel, which have physical and logical access.

Recently, an enhancement was made to the MULES training curriculum and now all MULES operators are receiving the 2nd level of security awareness training in the MULES certification and recertification classes.

To help agencies comply with this policy requirement, the MSHP has purchased the CJIS Online, which can be used for the first and third level security awareness training for non-MULES operators and IT personnel/contractors. CJIS Online is a Web-based training and testing site. The LASO for the local agency would be able to pull reports on personnel certifications and receive expiration notifications for their personnel. Contracted personnel, whether it is a janitor company or an IT Contractor, can also use the CJIS Online to meet the Security Awareness Training requirement. Additionally, CJIS Online allows participating agencies to view hundreds of vendors from across the United States who have already completed their security awareness training.

If your agency would be interested in using the CJIS Online to meet the Security Awareness Training requirement, please contact the CJIS Information Security Unit at 573-526-6153 ext. 2658.



# TAC Corner



## **40 years of MULES Newsletters**

2012 marked the 40th anniversary of the MULES Newsletter. In that time, MULES has made significant changes in equipment and capability. In upcoming newsletters, we will be sharing excerpts of articles from the early years of MULES.

Our first example is from 40 years ago, October 1973. In it the MULES staff discussed the success of the first formal school for terminal operators held at the Highway Patrol Academy and announced increased field training.

Training requirements and capabilities have now increased to the point where MULES trainers hold multiple classes per year at each troop location.

### **SCHOOL FOR MULES TERMINAL OPERATORS HELD**

**The First Computer Terminal School was held at the Highway Patrol Academy October 1 through October 5, 1973. The curriculum included a review of MULES inquiry procedures, MULES and LETS message procedures, and a detailed study of MULES entry procedures, including modification of records, locating records, clearing and canceling records.**

**A total of fifteen departments were represented, including then municipalities, four sheriffs, and the Highway Patrol.**

### **FIELD TRAINING OF OPERATORS TO BE STEPPED UP**

**Since some departments find it difficult to send terminal operators to the school held at the Patrol Academy due to shortage of help, field training will not only be continued, but will be increased in order to assist these departments in MULES entry procedures.**

**Such training sessions may be scheduled for one or more departments, consisting of at least six and not more than twenty terminal operators.**

As the Missouri CJIS conference was just held this October, it's interesting to find an article from 30 years ago in the October 1983 issue soliciting interest in the very first MULES conference:

### **MULES USER CONFERENCE UNDER CONSIDERATION: Would you attend?**

**Major John H. Little, NCIC Control Terminal Officer for Missouri and Mr. Gerald Lovell, MULES Security Officer, recently attended the 13th Annual Illinois Law Enforcement Agencies Data System (LEADS) conference in Springfield, Illinois.**

...

**We believe the conference was very worthwhile. It provided an opportunity for users of the system to meet and become personally acquainted with those who operate the system. It also provided a forum for questions and answers that obviously served to correct a host of problems.**

**We are interested in knowing how many users of MULES would attend if we held a similar conference in Jefferson City.**

...

**Please respond on or before December 1, 1983.**

### **Person Entry by the Numbers**

Many agencies find entering operator numbers and ID numbers somewhat confusing, especially when dealing with Missouri DOR returns that will label either number as an OLN. Numbers assigned to a warrant subject must be entered as either an Operator License Number (OLN), Social Security Number (SOC), or Miscellaneous Number (MNU). It is important for the operator to do their best to enter the number on their source documentation into the proper field. Following is a short guide on getting these numbers properly entered and cutting down on the number of discrepancy messages your agency receives:

**Operator License Number** - A number should be entered in the OLN field regardless of the status of the person's driving privilege. Even if the operator has been suspended or revoked for a long period of time, if the number was originally assigned as an OLN, it should be entered as one. All Operator License Numbers shown on a DOR return should be entered. On a Missouri DOR response numerous numbers may be indicated, but a status and expiration date will only be associated with the primary number. In this case, all numbers can be entered with the same expiration (as shown with the primary number). If no expiration date is shown, it is acceptable to enter the current year. Users should also note that numbers ending in 'MA' on a Missouri DOR response are issued by Missouri DOR and should be entered as such.

**Miscellaneous Number** - There are many types of identification numbers that can be entered into the MNU field. Confusion usually centers around the numbers found on a driver record. Is it an OLN or an identification number to be entered as an MNU? The easiest way to tell the difference on a Missouri DOR response is by looking for a license class. The license class field is indicated on the line below the Operator Status field, next to the expiration date. The reason this field is important is due to the fact that DOR may suspend or revoke a person's driving status even when they don't have one, so the existence of status doesn't necessarily tell you whether the number is an OLN or an ID number (it doesn't help that DOR will label either as an OLN). By the same token, the record may indicate that the person has a state issued ID as well as a driving status. The same number is assigned to both. The existence of a license class tells the user that the subject was issued an operator's license, and therefore the numbers shown should be entered as OLN's. If no class is shown, it tells you that the subject has never been issued an operator's license. In that case, any numbers shown will be entered in the MNU field.

**Social Security Number** - Quite simply, any SOC shown on a DOR response should be indicated as a Social Security Number on the entry, even if the number was also used at some point as an OLN As has been the case in Missouri).

Even with these points in consideration, it can still be confusing sometimes. Your MULES trainer can help you when you have questions about this or any other part of an entry. If you aren't able to reach your MULES trainer, remember that you can contact any trainer in the state and they will be happy to assist you.



Specific questions or concerns should be directed to the appropriate Division:

**Information and Communication Technology Division**

Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

**Criminal Justice Information Services Division**

UCR Unit  
(573) 526-6278  
Email:  
[ucr@mshp.dps.mo.gov](mailto:ucr@mshp.dps.mo.gov)

Access Integrity Unit  
(573) 526-6141

CJIS Training Unit  
(573) 526-6141

CJIS Audit Unit  
(573) 526-6278

CJIS Information Security Unit  
(573) 526-6153

AFIS, Quality Control, Sex Offender, CHS  
(573) 526-6153

**If you have a change in contact information, please contact the UCR Unit at the phone number listed above or**  
[CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

# UCR

## Uniform Crime Reporting

13-02

File with *Missouri Supplement to the UCR Handbook*

### **2012 Missouri Hate Crime Report**

In cooperation with the Missouri Statistical Analysis Center, the Missouri UCR Program Office has published the *2012 Missouri Hate Crime Report*. The report can be found online at:

[http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/publication\\_crime\\_960grid.html](http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/publication_crime_960grid.html)

Key findings include:

- The total number of reported Hate Crimes (106) was down 13.1% from 2011.
- Hate Crimes were reported by 29 law enforcement agencies across 16 counties.
- 60.4% of all Hate Crimes were directed against race, while 19.8% were directed against sexual orientation.
- The most frequently reported Hate Crime offenses were Property Damage (32.1%), Simple Assault (24.5%), and Intimidation (17.9%).

### **Theft From a Motor Vehicle vs. Theft of Motor Vehicle Parts and Accessories**

Per the NEW FBI Summary Reporting System User Manual, page 48.

#### **Theft From Motor Vehicles (6Xd)**

(Except Theft of Motor Vehicle Parts and Accessories)

Definition: The theft of articles from a motor vehicle, whether locked or unlocked.

#### **Theft of Motor Vehicle Parts and Accessories (6Xe)**

*Definition:* The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner that would make the part an attachment to the vehicle or necessary for the operation of the vehicle.

Agencies report only parts or accessories that are attached to the vehicle. If items being transported in the vehicle are stolen, reporting agencies classify the offense as a Theft From Motor Vehicles.

**Example:** A man purchases a new car battery from the local auto parts store. On the way home he stops at a gas station for a soda. While inside, a thief sees the battery sitting in the bed of the truck and takes it. **This should be classified as Theft From Motor Vehicle.**



### **New FBI UCR Publication on Law Enforcement Officer Deaths**

While the FBI has just released their 2012 *Law Enforcement Officers Killed and Assaulted* report, they will also soon release a brand new electronic publication entitled *Narrative Summaries of Law Enforcement Officers Feloniously Killed 2007-2011*. This report contains all of the follow-up research conducted by the FBI based on LEOKA data reported to the National UCR Program on officers killed in the line of duty between 2007 & 2011. This report will be posted at [www.fbi.gov](http://www.fbi.gov).

### **MIBRS Certification**

The following Missouri law enforcement agencies are Missouri Incident Based Reporting System (MIBRS) Certified:

Kansas City Police Department  
Lake Lotawana Police Department  
Joplin Police Department  
Gladstone Police Department  
Grain Valley Police Department  
Chillicothe Police Department  
Duquesne Police Department

Ste Genevieve County Sheriff's Office  
St. Peters Police Department  
Laclede County Sheriff's Office  
Smithville Police Department  
St. Charles Police Department  
Oak Grove Police Department  
Carthage Police Department

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division, at (573) 526-6278.

### UCR Quality Assurance Reviews

Since the 13-01 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

BATES CITY PD  
MOSCOW MILLS PD  
BOONVILLE PD  
WASHINGTON UNIVERSITY PD  
WAYNESVILLE PD  
POLO PD  
PURDY PD  
WHEATON PD  
BUTTERFIELD PD  
LADUE PD  
MORGAN COUNTY SO  
CASSVILLE PD  
COOPER COUNTY SO  
WEST PLAINS PD  
WAYNE COUNTY SO

HAYTI PD  
TROY PD  
MARBLE HILL PD  
GRUNDY COUNTY SO  
CLINTON COUNTY SO  
ISLE OF CAPRI CASINO - BOONVILLE  
ROCK PORT PD  
EXETER PD  
SELIGMAN PD  
WASHBURN PD  
BARRY COUNTY SO  
DAVISS COUNTY SO  
OZARK COUNTY SO  
LAKE WINNEBAGO PD

Since the 13-01 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 - 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

NEW LONDON PD  
OLD MONROE PD  
RICHMOND HEIGHTS PD  
HAZELWOOD PD  
MOUND CITY PD  
SILEX PD  
RIVERVIEW PD  
PLATTSBURG PD  
MOSBY PD  
TERRIBLES CASINO  
CLAY COUNTY PARK AUTHORITY  
COUNTRY CLUB HILLS PD  
WENTZVILLE PD  
AVA PD  
ANNAPOLIS PD  
LEETON PD  
DREXEL PD  
PUTNAM COUNTY SO  
ISLE OF CAPRI CASINO -  
CAPE GIRARDEAU

GALLATIN PD  
GARDEN CITY PD  
SHANNON COUNTY SO  
WARRENSBURG PD  
MISSISSIPPI COUNTY SO  
HOLDEN PD  
CHARLACK PD  
LEXINGTON PD  
FLORELL HILLS PD  
ATCHISON COUNTY SO  
TRUMAN STATE UNIVERSITY PD  
PILOT GROVE PD  
ST. JOSEPH PD  
BARTON COUNTY SO  
PLATTE COUNTY SO  
CUBA PD  
STODDARD COUNTY SO  
RANDOLPH PD  
LINN PD

The current Audit Cycle (4) runs from January 1, 2013 through December 31, 2015.

### **UCR Quality Assurance Reviews (continued...)**

Since the 13-01 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 - 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

IRONTON PD  
PHELPS COUNTY SO  
PLATTE WOODS PD  
TRIMBLE PD  
ADAIR COUNTY SO  
MOUNTAIN GROVE PD  
PLATTE COUNTY DTF  
NEWBURG PD  
PERRY PD  
UNIONVILLE PD  
MERCER COUNTY SO  
ARCHIE PD  
LIBERAL PD  
KEARNEY PD  
CLEVELAND PD

GRANDIN PD  
KIRKSVILLE PD  
TRENTON PD  
WINONA PD  
LINCOLN COUNTY SO  
BUCHANAN COUNTY SO  
LAMAR PD  
EDGAR SPRINGS PD  
UNION PD  
BIRCH TREE PD  
JACKSON COUNTY PARK RANGERS  
OSAGE COUNTY SO  
CREVE COEUR PD  
BRAYMER PD

### **Reporting of Juvenile "Arrests"**

Even though juvenile detentions in Missouri may not be viewed as an arrest by an agency or per Missouri Revised Statutes, an agency should report such detentions as "arrest" for Uniform Crime Reporting (UCR) purposes. There is no violation of any juvenile law when reporting these as arrest since the only information submitted is the age, sex, race and ethnicity of the juvenile offender. This data is used by the FBI and Missouri UCR Programs for statistics only.

Per the Federal Bureau of Investigation's (FBI) Summary Reporting System (SRS) User's Manual, version 1.0, page 141, "An agency scores (*reports*) a juvenile arrest when the circumstances are such that if the individual were an adult, an arrest would have been counted." If the juvenile had been an adult, the subject would have been arrested or issued a summons, then an arrest is reported. Arrests are reported in those instances where "Juveniles *not* taken into custody or arrested but merely warned and released without being charged." (FBI, SRS User's Manual, version 1.0, page 140)

Juvenile "arrests" are to be reported in the specific UCR crime classification which they were involved "regardless of any general formal charge requirement..." (FBI, SRS User's Manual, version 1.0, page 140). Agencies should report a juvenile arrest when the juvenile is notified/referred to appear in juvenile court or similar official for a violation of the law.

Juveniles taken into protective custody should not be reported as arrests. For further, see the FBI's SRS User's Manual, version 1.0, pages 139 - 143. Agencies need to work out some type of mechanism to capture these juvenile "arrests." The mechanism used should be made available to the CJIS Trainer/Auditor upon request. If an agency has any questions, please contact the local CJIS Trainer/Auditor.



### **2012 NIBRS Data to be Released in December 2013**

The FBI will release *National Incident-Based Reporting System (NIBRS) 2012* on December 9, 2013. This publication will include crime data from 6,115 law enforcement agencies across the country, representing 33% of all UCR reporting agencies. The data will include agency data, as well as incidents, offenses, victims, and known offenders for 46 specific crimes in 22 major offense categories. This NIBRS data will show a more detailed picture of crime than was previously available and will help to make connections among many facets of crime within a particular incident, including details on victims, offenders, locations, weapons, and other variables. Missouri currently has 14 agencies submitting NIBRS data to the FBI.

### **Deadline for 2013 Law Enforcement Employees Report is November 28!**

The Law Enforcement Employees Report is due every year along with your monthly October UCR data submission. For summary reporting agencies, your October 2013 UCR Report is due November 28, 2013, and the Law Enforcement Employees Report form will automatically populate with your October 2013 data submission on the MoUCR Website. All MIBRS agencies have already been contacted directly for their individual employee counts. Each agency's totals of law enforcement personnel is passed along to the FBI for publication in *Crime in the United States* and is used in other statistical calculations. Since all Missouri law enforcement data is due to the FBI by December 13, 2013, please ensure your agency's totals are submitted on time.

### **Upcoming Changes to UCR Hate Crime Data Collection**

In June 2013, the FBI CJIS Advisory Policy Board (APB) approved modifying the UCR Hate Crime data collection procedures to include all self-identified religions in the United States as listed in the Pew Research Center's *Pew Forum on Religion and Public Life* (2008) and the U.S. Census Bureau's *Statistical Abstract* (2012). The recommended list is: **Catholic, Protestant, Mormon, Jehovah's Witness, Orthodox, Other Christian, Jewish, Islamic (Muslim), Buddhist, Hindu, Sikh, Other Religions, Multiple Religions-Group, and Atheism/Agnosticism.**

The APB also approved modifying UCR Hate Crime data collection procedures to include an anti-Arab bias motivation. The topics were discussed as a result of concerns raised by Sikh-, Hindu-, and Arab-American communities and recommendations from the Advisory Process Working Groups and the UCR Subcommittee. FBI Director Robert S. Mueller III approved the changes and the FBI will make the necessary UCR Program technical enhancements, procedural changes, and manual revisions that will be required to collect these data. The FBI anticipates implementation in 2015. Missouri UCR Program Manager Kyle Comer has been appointed to the FBI CJIS Hate Crime Task Force to represent the 50 states in finalizing the National UCR Hate Crime Incident Report form, as well as the state UCR repository & local RMS changes needed.

